



## COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

## DEPARTMENT OF HUMAN RESOURCES

### CLASS SPECIFICATION

UNCLASSIFIED

### SHERIFF'S SUPPORT SERVICES MANAGER

Class No. 000977

#### ■ CLASSIFICATION PURPOSE

To plan, direct, organize and coordinate the activities of several programs within the Sheriff's Management Services Bureau; and to perform related work.

#### ■ DISTINGUISHING CHARACTERISTICS

Sheriff's Support Services Manager is an unclassified management position allocated only to the Sheriff's Department. Under the direction of the Director, Sheriff's Management Services, the Sheriff's Support Services Manager is responsible for managing the activities of several programs within the bureau, including: facilities and fleet maintenance, criminal records and identification, property management and capital planning, grant writing and special projects; and establishing and implementing policies and procedures related to assigned programs.

#### ■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, and evaluates the overall activities of several programs within the Sheriff's Management Services Bureau including, facilities and fleet maintenance, criminal records and identification, property management and capital planning, grant writing and special projects.
2. Establishes and implements policies and procedures related to assigned programs.
3. Directs and conducts studies pertaining to administrative and operational problems and recommends solutions.
4. Prepares executive level reports, correspondence, and presentations.
5. Performs special studies and projects as assigned.
6. Establishes interim and long range goals and objectives for assigned functional areas.
7. Reviews and allocates use of resources.
8. Reviews records to monitor and determine efficiency and effectiveness of assigned activities.
9. Coordinates work and planning with other major departmental and state regional law enforcement functions.
10. Reviews the performance of subordinates and evaluates the progress of assigned activities.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of program development and administration.
- Principles and practices of project management.
- Methods and techniques of coordinating capital improvement projects.
- Record-keeping and records maintenance requirements for public agencies.
- Grants administration and proposal writing.

- Supervision and training principles and techniques.
- Principles and theory of public administration including general administration, human resources management, fiscal management and accounting.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Manage and direct a comprehensive facilities and fleet maintenance, construction and repair program.
- Develop and administer division goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Plan, organize, direct and coordinate the work of subordinate staff.
- Understand, interpret, and apply laws, regulations, ordinances, policies, and procedures to assigned program functions.
- Prepare executive-level correspondence, reports, budget and contract documents.
- Communicate effectively orally and in writing.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

**■ EDUCATION/EXPERIENCE**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: possession of a bachelor's degree from an accredited college or university in public administration, business, criminal justice administration, or a closely related field, AND

1. Four (4) years of experience with the County of San Diego in a supervisory or professional administrative level position performing complex tasks in one or more of the following areas: administration, program administration planning and analysis, fiscal analysis, and/or policy formation and analysis, OR
2. Five (5) years of experience in a large public agency, or in an organization that deals with public agencies, performing complex tasks in one or more of the following areas: administration, program administration planning and analysis, fiscal analysis, and/or policy formation and analysis.

**■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS**

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: May 14, 2003  
Reviewed: Spring 2004**

Sheriff's Support Services Manager (Class No. 000977)

Union Code: UM

Variable Entry: Y